



**Administration for Children and Families**

Administration on Children, Youth and Families - Children's Bureau

National Quality Improvement Center for Collaborative Community Court Teams to Address  
the Needs of Infants, Young Children, and Families Affected by Substance Use Disorders

HHS-2017-ACF-ACYF-CA-1272

Application Due Date: 07/21/2017

National Quality Improvement Center for Collaborative Community Court Teams to Address  
the Needs of Infants, Young Children, and Families Affected by Substance Use Disorders

HHS-2017-ACF-ACYF-CA-1272

TABLE OF CONTENTS

- Overview
- Executive Summary
- I. [Program Description](#)
- II. [Federal Award Information](#)
- III. Eligibility Information
  - 1. [Eligible Applicants](#)
  - 2. [Cost Sharing or Matching](#)
  - 3. [Other](#)
- IV. Application and Submission Information
  - 1. [Address to Request Application Package](#)
  - 2. [Content and Form of Application Submission](#)
  - 3. [Unique Entity Identifier and System for Award Management \(SAM\)](#)
  - 4. [Submission Dates and Times](#)
  - 5. [Intergovernmental Review](#)
  - 6. [Funding Restrictions](#)
  - 7. [Other Submission Requirements](#)
- V. Application Review Information
  - 1. [Criteria](#)
  - 2. [Review and Selection Process](#)
  - 3. [Anticipated Announcement and Federal Award Dates](#)
- VI. Federal Award Administration Information
  - 1. [Federal Award Notices](#)
  - 2. [Administrative and National Policy Requirements](#)
  - 3. [Reporting](#)
- VII. [HHS Awarding Agency Contact\(s\)](#)
- VIII. [Other Information](#)

**Department of Health & Human Services  
Administration for Children and Families**

<b>Funding Opportunity Title:</b>	National Quality Improvement Center for Collaborative Community Court Teams to Address the Needs of Infants, Young Children, and Families Affected by Substance Use Disorders
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	HHS-2017-ACF-ACYF-CA-1272
<b>Primary CFDA Number:</b>	93.670
<b>Due Date for Applications:</b>	07/21/2017

### Executive Summary

**Notice:**

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <https://www.acf.hhs.gov/grants/howto>.**

This Funding Opportunity Announcement (FOA) will fund a Quality Improvement Center (QIC) that will support demonstration sites that establish or enhance collaborative community court teams to design, implement and test approaches to meet the requirements of the Child Abuse Prevention and Treatment Act (CAPTA) of 2010 as amended by the Comprehensive Addiction and Recovery Act of 2016 (CARA) and that better meet the needs of infants and families affected by substance use disorder and prenatal substance exposure. This FOA is intended to build on and enhance the basic collaborative approach offered by the Quality Improvement Center for Research-Based Infant Toddler Court Teams (QIC-ITCT) to specifically address the needs of infants, young children, and their parents or caregivers affected by substance use disorder. The FOA is intended to produce sustainable approaches and strategies that will be useful nationally in addressing this epidemic.

The QIC must support demonstration sites in assessing their current capacity to collaboratively address the health and substance use disorder treatment needs of infants, young children and their parents or caregivers, and create or enhance a Continuous Quality Improvement (CQI) approach for ensuring that local entities work effectively across systems and best understand whether and in what manner they are providing services in accordance with CARA's state requirements.

The demonstration sites must include intensive collaboration among the child welfare agency, Court Improvement Program, local courts, legal community, substance use treatment providers, preventative service providers, mental health providers, medical providers, and other key stakeholders. Demonstration sites must include clear plans to build collaborative capacity and

facilitate timely and effective data and information sharing. It is anticipated that there will be a single award of up to \$3,000,000 per year for up to 3 years.

## **I. Program Description**

### **Statutory Authority**

The statutory authority is section 105(b)(5) of the Child Abuse Prevention and Treatment and Adoption Reform Act (42 U.S.C. § 5106(b)(5)), as amended.

### **Description**

#### **Background**

Substance use disorder among pregnant women and parents and caregivers of infants and very young children presents numerous complex challenges to the child welfare system, court systems, the medical community, and substance use disorder and mental health treatment providers. These challenges are compounded when systems do not effectively share information or work in a coordinated fashion. It is still difficult to identify, engage, and retain parents/caretakers in substance use disorder treatment. Differing stakeholder perspectives, policies, time tables for completing treatment, and expectations between child welfare workers and substance use disorder treatment providers are common. Lack of appropriate comprehensive family-centered treatment services for families involved in both the child welfare and substance use disorder treatment systems, remains endemic.

Given the rise of substance use disorder nationally and the increase in the number of infants and young children entering foster care, there is an acute need to enhance coordination across family serving entities. There is growing evidence that data-driven, multi-system collaborative team approaches may help to ameliorate such challenges.

Dependency courts sit at the intersection of some of the most challenging issues families face and have proven to be key partners in systems improvement work. State and Tribal Court Improvement Programs, in particular, which operate out of administrative offices of the courts, can be especially effective in convening stakeholders and bringing additional attention to critical community needs.

In 2014, the Children's Bureau began funding the QIC-ITCT to support demonstration sites to implement and test collaborative approaches to better identify and meet the developmental needs of very young children and help parents develop the skills and knowledge necessary to ensure healthy development of their children. The QIC-ITCT supported a number of demonstration sites that had previously operated a Safe Babies Court model and began implementing the QIC-ITCT approach with those sites as well as a few new sites.

This FOA is intended to build on and enhance the basic collaborative approach offered by the QIC-ITCT to specifically address the needs of infants, young children, and their parents or caregivers affected by substance use disorder. The FOA is intended to produce sustainable approaches and strategies that will be useful nationally in addressing this epidemic.

### **Project Requirements**

The remainder of this section highlights grantee requirements in the following areas:

- Collaboration;
- Project Activities and Strategies;
- Evaluation;
- Dissemination; and
- Project Sustainability Plan

### *Collaboration*

The grantee will be required to facilitate intensive collaboration within demonstration sites among family-serving agencies, including, but not limited to, child welfare agencies, substance use disorder treatment providers, mental health agencies, medical providers, Court Improvement Programs, local courts, attorneys for children and parents, and other service organizations. Collaborations must include the following components:

1. Routine consultation and interaction with other agencies;
2. Joint accountability and shared outcomes among agencies in memoranda of agreement/understanding;
3. Cross training and staff development;
4. Processes for communication and information sharing; and
5. Willingness and agreement to share administrative data for program evaluation.

### *Project Activities and Strategies*

The grantee must help demonstration sites improve or enhance their capacities to collaboratively serve parents and caregivers affected by substance use disorder and their very young children, implement the requirements of the CARA, and generate knowledge for the field. The QIC must perform six categories of work that will occur pursuant to the following timeline:

1. **Demonstration Site Selection.** The grantee must select no fewer than 15 demonstration sites. These sites must include as many of the current QIC-ITCT sites as have need for assistance implementing the CARA and enhancing practice to better serve parents and caregivers affected by substance use disorder and their children. A minimum of three non-QIC-ITCT sites must also be selected. Site selection must be finalized with approval of the CB within 6 months of the award.
2. **Site Assessment.** The QIC must assist each demonstration site in assessing its current capacity, practice, and policies to implement the requirements of the CARA and collaboratively serve parents and caregivers affected by substance use disorder and their children. Assessments for each demonstration must be made within the first 10 months of funding.
3. **Site Plan Development.** The grantee must work with demonstration site teams to develop a plan to address policy, practice, and coordination needs identified through site assessments. Site plans must include concrete steps to identify critical stakeholders and form a collaborative, multi-disciplinary project team to co-create the plan. Site plans must be complete by month 14 of the project.
4. **Site Plan Implementation.** The grantee must provide training and technical assistance

to demonstration sites to assist with all aspects of plan implementation. The Site Plan must be fully implemented in all demonstration sites by month 18 of the project.

5. **Continuous Quality Improvement.** The grantee must assist the demonstration sites in developing protocols and infrastructure to assure that policies and practices to meet the requirements of the CARA are implemented and that demonstration sites continue to improve collaborative processes to best meet the needs of parents or caregivers of children affected by substance use disorder and their children. This work must be ongoing through project completion.
6. **Project Synthesis.** The grantee will create a report for the field documenting all lessons learned about each phase of project work with special attention to the most effective strategies and approaches for implementing the CARA and improving collaborative, multi-system approaches to improving the manner in which parents and caregivers and their children are served.

Minimally, site assessment, planning, plan implementation, CQI, and synthesis work must build or enhance demonstration sites' collaborative capacities to:

- Identify, screen and engage pregnant women who are using substances;
- Provide treatment for pregnant women, including timely access, comprehensive medication and guidelines and standards for treatment;
- Ensure consistent hospital screening for pregnant women, postpartum women and their infants;
- Ensure consistent hospital notifications to Child Protective Services (CPS), including questions and responses that will help CPS hotline workers assess risk and protective factors and safety concerns;
- Promote memoranda of agreement for information sharing and monitoring infants and families across systems;
- Develop model care plans for mothers and their infants that include home visitation, early intervention services and recovery supports; and plans of safe care that are of sufficient duration; and
- Implement strategies to teach and prepare judges; court administrators; attorneys for parents and children; child welfare agency staff and caseworkers; and medical, mental health, and substance use disorder treatment and providers to best understand, identify, address, and engage with families and caregivers to ensure that the specific needs of infants affected by prenatal substance use disorder exposure are met.

### *Evaluation*

The QIC will conduct a rigorous evaluation of the implementation and outcomes of the activities and strategies described herein. The evaluation will be supported by a logic model. It must assess processes and progress towards the goals and objectives of the project, and determine whether the project is having the expected results. The evaluation will assess achievement of expected outcomes and answer any research questions. It will provide greater understanding and improvement of the funded activities. The evaluation must also include a valid and reliable measurement plan and sound methodological design. It will be based on a sound plan for data collection and sharing, a clear description of the participants, and a sound

plan for data management and analyses.

The evaluation will be conducted by an evaluator who has sufficient experience with research and/or evaluation to complete a comprehensive evaluation of the project (including work related to the proposed performance indicators), has experience conducting evaluations with child welfare populations, and has experience obtaining and analyzing child welfare data. The grantee will work with the designated evaluator in securing informed consent and implementing an Institutional Review Board (IRB) review and tribal review, if applicable.

CB recognizes that when CB discretionary grantees are able to access relevant child welfare data from child welfare agencies for the child and family participants in their grant projects, they are better able to assess performance, outcomes, and complete their required evaluations. Grantees are encouraged maximize data sharing by reviewing and applying the guidance in Information Memorandum ACYF-CB-IM-17-02, which encourages child welfare agencies to share relevant child welfare data on the families and children served with CB discretionary grantees and related federally funded grant projects for program evaluation, performance measurement, or research purposes. See <http://www.acf.hhs.gov/sites/default/files/cb/im1702.pdf>.

#### *Dissemination*

Grantees will be expected to work throughout the course of their grants with Federal Project Officers, and the relevant CB training and technical assistance providers to:

- Finalize grant dissemination goals, objectives, and strategic plans;
- Identify and engage with target audiences for dissemination;
- Produce detailed procedures, materials, and other products based on the program evaluation and the needs of identified target audiences;
- Develop and disseminate summarized/synthesized information about the grant; and
- Evaluate dissemination processes and outcomes.

#### *Project Sustainability Plan*

CB is interested in ensuring that the most effective program strategies, services, and interventions are sustained. Therefore, grant progress reports should explain ongoing efforts to assess and gather evidence on the particular strategies and activities initiated under this grant that should and can be sustained after the end of the project period, and describe steps taken to develop, update, and implement a sustainability plan.

## **II. Federal Award Information**

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$3,000,000
Expected Number of Awards:	1
Award Ceiling:	\$3,000,000 Per Budget Period
Award Floor:	\$2,500,000 Per Budget Period
Average Projected Award Amount:	\$3,000,000 Per Budget Period
Anticipated Project Start Date:	09/30/2017

**Length of Project Periods:**

Length of Project Period:

36-month project with three 12-month budget periods

**Additional Information on Awards:**

**Awards made under this announcement are subject to the availability of federal funds.**

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

**Note:** For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

**Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement**

A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of CB and the awardee prior to the award. CB anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes:

- CB review and approval of planning stages of the activities before implementation phases may begin;
- CB and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation);
- Close monitoring by CB of the requirements stated in this announcement that limit the awardee's discretion with respect to scope of services offered; and
- Close monitoring by CB during performance that may, in order to ensure compliance with the intent of this funding, exceed those federal stewardship responsibilities

customary for grant activities.

Please see *Section IV.6 Funding Restrictions* for limitations on the use of grant funds awarded under this announcement.

### III. Eligibility Information

#### III.1. Eligible Applicants

Public or private agencies or organizations are eligible to apply.

**Note:** Collaborative efforts and interdisciplinary approaches are acceptable. Applications from collaborations must identify a primary applicant responsible for administering the grant.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

#### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

**For awards that require matching by statute**, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held

accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

### III.3. Other

#### **Application Disqualification Factors**

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

#### **Award Ceiling Disqualification**

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

#### **Required Electronic Application Submission**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

#### **Missing the Application Deadline (Late Applications)**

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times.** Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on

or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the [www.Grants.gov](http://www.Grants.gov) validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

#### **Notification of Application Disqualification**

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

## **IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

CB Operations Center  
C/O LCG, Inc.  
Attn: HHS-2017-ACF-ACYF-CA-1272  
1400 Key Blvd, Suite 900  
Arlington, VA 22209

#### **Electronic Application Submission:**

The electronic application submission package is available in the FOA's listing at [www.Grants.gov](http://www.Grants.gov).

#### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Forms Package available in the FOA's Grants.gov Synopsis under the Package tab at [www.Grants.gov](http://www.Grants.gov). See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do

not have an Internet connection or sufficient computing capacity to upload large documents (files) to <https://www.Grants.gov>.

#### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## **IV.2. Content and Form of Application Submission**

### **FORMATTING APPLICATION SUBMISSIONS**

Each applicant applying electronically via [www.Grants.gov](http://www.Grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

#### **FOR ALL APPLICATIONS:**

##### **Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov), where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

##### **Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

##### **Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

##### **Accepted Font Style**

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

##### **English Language**

Applications must be submitted in the English language and must be in the terms of United

States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

### **Page Limitations**

**Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* limitation(s) do not include SFs and OMB-approved forms.**

**All applications must be double-spaced.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

### **Application Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

### **Adherence to FOA Formatting, Font, and Page Limitation Requirements**

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

**NOTE:** Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

### **Corrections/Updates to Submitted Applications**

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [www.Grants.gov](http://www.Grants.gov).

The original of a paper format application must include original signatures of the authorized representatives.

### **Accepted Application Format**

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. All pages of the application must be readable. Pages with blurred text will be removed from the application.

### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission is limited to 75 pages in its entirety. The two files applicants must submit are:

The **Project Description** file, which must include these items:

1. Table of Contents
2. Abstract

3. Objectives and Need for Assistance
4. Approach
5. Evaluation
6. Organizational Capacity
7. Logic Model
8. Line Item Budget and Budget Justification

The **Appendices** file, which must include these items:

1. Certifications and Assurances
2. Proof of Legal Status (if applicable)
3. Third-party agreements
4. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
5. Indirect Cost Rate Letter (if applicable)
6. Documentation related to collaboration (see *Section IV.2, Project Description, Collaboration*)

### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

**Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.**

**File One:** Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

**File Two:** Must contain all documents required in the Appendices.

### **Adherence to the Two-File Requirement**

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

### **Application Upload Requirements**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF’s “Policy for Applicants Experiencing Federal Systems Issues” document for complete guidance at [www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](http://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf) under "How to Apply for a Grant/Submit an Application."

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov’s naming conventions, and are accommodated by ACF’s systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see [www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html](http://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html).

### **Use only file formats supported by ACF**

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the

competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

**Do Not Encrypt or Password-Protect the Electronic Application Files**

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

**FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission*" at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6)

**Format Requirements for Paper Applications**

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on [www.Grants.gov](http://www.Grants.gov) under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

**Addresses for Submission of Paper Applications**

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

## Required Forms, Assurances, and Certifications

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at [www.Grants.gov](http://www.Grants.gov).

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.  By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http:// www.hhs.gov/ohrp/ assurances/ forms/index.html</a> .  General information about the HHS Protection of Human Subjects regulations can be obtained at <a href="http://www.hhs.gov/ohrp/">http://www.hhs.gov/ohrp/</a> . Applicants may also contact OHRP by email ( <a href="mailto:ohrp@csophs.dhhs.gov">ohrp@csophs.dhhs.gov</a> ) or by phone (240-453-6900).

Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	<p>Required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### **Mandatory Grant Disclosure**

Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

**And to:**

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

**Fax:** (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

**Email:** [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

## The Project Description

### The Project Description Overview

#### Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### General Instructions for Preparing a Full Project Description

#### Introduction

Applicants must prepare the project description statement in accordance with the following

instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

## **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

## **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

## **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

## **Expected Outcomes**

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the

proposed work, outcomes must include hypothesized results and implications of the proposed research.

Applicants should propose how they will examine the implementation of the proposed strategies and activities of their project in order to enable a better understanding of the factors associated with the successful implementation of the project and any barriers or challenges that impede implementation. The description should include implementation and fidelity measures that will be used.

Applicants should include a description of the goals and outcomes to be achieved in demonstration sites during the funding period for the grant that will enhance the well-being of parents, caregivers, and children receiving services or taking part in activities conducted with funds provided under the grant, lead to improved identification, assessment and treatment of parents and caregivers with substance use disorder, permanency and enhanced safety for children, decreases in the number of out-of-home placements for children affected by parental or caregiver substance use disorder, and decreases in the number of children who are at risk of being placed in an out-of-home placement.

Applicants should identify the measures it will use as a grantee to track its performance and report progress in the ACF Performance Progress Report.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

### *Target Population and Need for Services*

Applicants must describe and define the proposed target population(s) that the project will serve and provide evidence, including child welfare data, to justify selection of demonstration sites. Such evidence must include:

- The prevalence and impact parental and caregiver substance use disorder has had on the number of out-of-home placements for children, or on the number of children who are at risk of being placed in an out-of-home placement,
- Scarcity of effective resources for addressing the needs of infants, children, and their parents or caregivers affected by substance use disorders;
- The demonstration site's capacity for, access to, or need to improve/expand comprehensive family treatment services for adults, children, youth, and other family members to be served in the target population;
- Data from child welfare agencies and other sources, as appropriate, that identify and describe the size, characteristics, and needs of the populations of the children/youth and

- their families to be served;
- Data from applicable sources used to determine inclusion/exclusion criteria of adults, children/youth; and
- How the applicant will be culturally responsive to the target population including ensuring that services and practices provided are culturally relevant and appropriate.

### *Collaboration*

Applicants must develop a plan to ensure that demonstration sites are highly collaborative and provide evidence of established collaboration and continued commitment to collaboration within proposed demonstration sites that have the capacity, resources, and commitment to fully implement the proposed project. The applicant must provide a plan for how it will ensure the collaborative infrastructure that will be needed between the child welfare agency, the substance use disorder treatment agency, medical providers, the Court Improvement Program, state and local courts, the legal community, and other service organizations is in place. This will include:

1. Routine consultation and interaction with other agencies;
2. Joint accountability and shared outcomes among agencies;
3. Cross training and staff development;
4. Processes for communication and information sharing; and
5. Willingness and agreement to share administrative data for program evaluation and/or research.

In order to demonstrate the collaborative infrastructure, applicants must describe the:

- Strategies for integrating the approaches, programs, and services necessary to implement project work;
- Strategies for collaborating with the state or local child welfare agency, courts and legal community, and substance use disorder treatment agency and providers; and
- Joint services and activities to be funded in whole or in part with the funds provided under the grant, including the sequencing of activities proposed to be conducted under the funding period for the grant

Applicants must ensure that formal written agreements, including memoranda of understanding/memoranda of agreement (MOUs/MOAs) or letter of commitment are provided by primary collaborating organizations and agencies in selected demonstration sites. A letter of support alone is not sufficient to meet this requirement. The applicant must describe how it will ensure that all potential demonstration sites it will select are able to document a strong commitment to collaborate with the state or local child welfare agency(ies) with responsibility for administering the child welfare program(s), state or local substance abuse treatment agency(ies), medical providers, Court Improvement Program, and the court(s) having jurisdiction over the targeted child welfare population. This documentation must include the following:

- Letter(s) of commitment or MOUs/MOAs from the relevant state or local child welfare, substance use disorder treatment agency(ies), medical providers, Court Improvement Program, court(s), and other primary collaborating organizations, which describe, in

- detail, the roles and responsibilities of each collaborating organization;
- Evidence that the relevant state or local child welfare, substance use disorder treatment agency(ies), court(s), and other primary collaborating organizations fully understand, are fully committed to the proposed project, and demonstrate a willingness to be fully engaged in the activities that are described in the application;
- Evidence that the relevant state or local child welfare, substance use disorder treatment agency(ies), court(s), and other primary collaborating organizations are committed to following through on these commitments, regardless of changes in administration, economic status, or other foreseeable factors; and
- Any other evidence that would demonstrate the full commitment of the relevant state or local child welfare and substance abuse treatment agency(ies) and court(s), and other primary collaborating organizations, as appropriate, to making the proposed project a success. This includes coordination of services to:
  - Share information across systems, with appropriate releases of confidential information;
  - Ensure consistent data collection and data sharing across systems;
  - Share administrative data for program evaluation and/or research; and
  - Monitor outcomes.

Applicants must demonstrate that they and all secondary applicants or subcontractors have the relevant experience and expertise in the administration, development, implementation, management, and evaluation of similar projects related to:

1. Addressing the impact of parental or caregiver substance use disorder;
2. Improving court and legal practice;
3. Enhancing behavioral and mental health treatment of children;
4. Improving parental engagement in treatment and case planning;
5. Reducing substance abuse; and
6. Supporting collaboration among the child welfare, substance use disorder treatment, medical providers courts, legal community, and other relevant agencies

Additionally, applicants should demonstrate that each participating organization (including secondary applicants and/or subcontractors) possesses the organizational capability to fulfill its assigned roles and functions effectively.

#### *Project Activities and Strategies*

The applicant should describe how it would help demonstration sites improve or enhance their capacities to collaboratively serve parents and caregivers affected by substance use disorder and their very young children, implement the requirements of the CARA, and generate knowledge for the field. This description should address the six categories of work pursuant to the timeline described in *Section I, Program Description, Project Requirements*.

#### *Project Sustainability Plan*

Applicants must address how they will maintain stakeholder involvement in planning and operation of their program on an ongoing basis and how they will approach sustainability planning to continue the proposed program at the conclusion of federal funding. Applicants

must explain:

- How they will integrate the proposed project's activities into the demonstration sites ongoing practices with the goal of continuous data-informed collaboration;
- Approaches for institutionalizing necessary program strategies and activities into organizational policy and infrastructure;
- Information on plans to secure additional financial resources; and
- How lessons learned on approach, impact, and sustainability will be made available to all jurisdictions that may be addressing similar challenges in a way that will be of direct and practical use.

Note: Applicants should review the additional text on the **Project Sustainability Plan** later in this section.

### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

### **Funded Activities Evaluation Plan**

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation may be supported by a logic model. The evaluation must assess processes and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions. The plan must discuss how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a valid and reliable measurement plan and sound methodological design. Details regarding the proposed data collection activities, the participants, and data management, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementation of the planned evaluation and how those obstacles will be addressed.

Applicants should propose a plan to address the requirements in *Section I, Program Description, Project Requirements, Evaluation*.

### **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

### **Logic Model**

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

## **Project Sustainability Plan**

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

## **Organizational Capacity**

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Biographical Sketches (short narrative description);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

## **Protection of Sensitive and/or Confidential Information**

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

## **Dissemination Plan**

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;

- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

### **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

### **Plan for Oversight of Federal Award Funds**

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

### **The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other

similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

***Special Note:*** *The Consolidated Appropriations Act, 2017, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$187,000. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must allocate sufficient funds in the budget to support required demonstration site travel:

- Within 3 months after the award, the project director, evaluator, and/or other key staff must attend a 2- to 3-day kick-off meeting in Washington, DC;
- The project director, child welfare, evaluator, other key staff, and demonstration site teams must attend the annual grantee meeting, usually held in the spring or summer in Washington, DC; and
- The applicant must also budget for an annual all-sites meeting where all demonstration teams will be brought together using grant funds.

Applicants must allocate and justify an adequate portion of the total grant award to satisfactorily address the evaluation requirements of this FOA. The grantee will likely find it necessary to devote a minimum of 5 percent of grant funds, per project budget year.

## **General**

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## **Personnel**

**Description:** Costs of employee salaries and wages.

**Justification:** Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

## **Fringe Benefits**

**Description:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

**Justification:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

## **Travel**

**Description:** Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

**Justification:** For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

## **Equipment**

**Description:** "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

**Justification:** For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after

the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

**Description:** Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

**Justification:** Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

**Description:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

## **Other**

**Description:** Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

**Justification:** Provide computations, a narrative description, and a justification for each cost

under this category.

### **Indirect Charges**

**Description:** Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

- 1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

- 2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

**Justification:** This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

### **Commitment of Non-Federal Resources**

**Description:** Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

**For all federal awards,** any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

**For awards that require matching by statute,** recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient’s failure to provide the statutorily required matching amount may result in the disallowance**

**of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where “cost sharing” refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards . These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient’s failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**Justification:** If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient’s failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application’s scoring under the evaluation criteria in *Section V.I.* of this announcement.

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## Application Submission Options

### Electronic Submission via [www.Grants.gov](http://www.Grants.gov)

Additional guidance on the submission of electronic applications can be found at [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

After a grant application package is submitted to [www.Grants.gov](http://www.Grants.gov), a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system.

**Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

### Application Validation at [www.Grants.gov](http://www.Grants.gov)

After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

Each time an application is re-submitted to [www.Grants.gov](http://www.Grants.gov), the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

**NOTE:** The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59

p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

### **Grants.gov Support Center**

- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Support Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

### **Issues with Federal Systems**

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](http://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf).

### **Request an Exemption from Required Electronic Application Submission**

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at: [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

### **Paper Format Application Submission**

**An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission*."**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details

concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

### **IV.3. Unique Entity Identifier and System for Award Management (SAM)**

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

**Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

### **IV.4. Submission Dates and Times**

#### **Due Dates for Applications**

Due Date for Applications: **07/21/2017**

### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

### **Mailed Paper Format Applications**

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant

organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

**No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

**Emergency Extensions**

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

**Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

**Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

**Acknowledgement from ACF of receipt of a paper format application:**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

**IV.5. Intergovernmental Review**

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

**IV.6. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

**IV.7. Other Submission Requirements**

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission* at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

**Submission By Mail**

CB Operations Center  
c/o LCG, Inc.

Attn: HHS-2017-ACF-ACYF-CA-1272  
1400 Key Blvd, Suite 900  
Arlington, VA 22209

### Hand Delivery

CB Operations Center  
c/o LCG, Inc.  
Attn: HHS-2017-ACF-ACYF-CA-1272  
1400 Key Blvd, Suite 900  
Arlington, VA 22209

### Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via [www.Grants.gov](http://www.Grants.gov).  
For all submissions, see *Section IV.4. Submission Dates and Times.*

## V. Application Review Information

### V.1. Criteria

**Please note:** Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

#### Objectives and Need for Assistance

Maximum Points:20

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

1. The applicant demonstrates an understanding of the goals and objectives stated in this FOA.
2. The applicant presents a clear description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project. The applicant presents a clear vision for developing and implementing the proposed project to contribute to achieving these goals and objectives.
3. The applicant demonstrates the substantial impact of substance use disorders by parents or caregivers, its impact on infants and children, and a comprehensive understanding of the importance of effective screening, assessment, and treatment.
4. The applicant demonstrates an understanding of child welfare data and how it shall be used to help identify or support the need for demonstration sites under this project.
5. The applicant demonstrates a clear understanding of the importance of parent and

caregiver engagement in case planning and treatment and offer strategies to enhance engagement at all stages of child welfare cases.

6. The proposed project clearly addresses the need for collaborative service delivery between child welfare agencies, Court Improvement Programs, local courts, substance use disorder treatment, and other relevant child and family serving agencies, such as mental health agencies, as a means of increasing the well-being, improving permanency outcomes, and enhancing the safety of children affected by substance use disorder.

#### Approach

Maximum Points:30

In reviewing the approach, reviewers will consider the extent to which:

1. The applicant provides a reasonable and appropriate timeline for implementing the proposed project, including major milestones and target dates.
2. The applicant describes the factors that could speed or hinder project implementation and explains how these factors would be managed.
3. There is a sound and reasonable plan for achieving the objectives of the proposed project according to the proposed timeline and within budget, including clearly defined responsibilities of proposed project staff.
4. A well-defined logic model guides the proposed project. The logic model demonstrates strong links between proposed inputs and activities and intended short- and long-term outcomes.
5. The applicant clearly demonstrates that the proposed activities, strategies and evidence supported and/or emerging (evidence-informed) practices to be implemented would be culturally responsive to the target population.
6. The design of the proposed project reflects up-to-date knowledge from the research and literature on known effective practices for collaborative practice related to the intersection of substance use disorders and child welfare, an understanding of the impact(s) of substance use disorders on children and their families, and builds on current theory, research, evaluation data, best practices, and effective evidence supported and/or emerging (evidence-informed) practices.
7. The applicant provides a detailed description of the target population, including the required child welfare data, and demonstrates working knowledge of the comprehensive data available to be used to complete the target population analysis in the first 6 months of the grant.
8. The applicant provides a detailed and sound proposed plan for selecting 15 demonstration sites that exhibit need for assistance and the commitment and readiness to implement the project. The selection plan gives priority to current QIC-ITCT demonstration sites that are committed to implementing the requirements of CARA and improving identification, assessment, and treatment to parents and caregivers affected by substance use disorder and their children. The applicant presents a detailed and sound plan for strategically and effectively disseminating project information and findings.
9. The proposed dissemination plan is appropriate in scope and budget.
10. The project is likely to yield findings or results about effective strategies and contribute to and promote evaluation research and effective evidence supported and/or emerging (evidence-informed) practices that may be used to guide replication or testing in other

settings.

11. There is a sound sustainability plan for continuing this project beyond the period of federal funding under this FOA. The plan must include concrete steps and strategies it will employ with demonstration sites to integrate ongoing practices with the goal of continuous data-informed collaborative teams that will improve outcomes for the target population.
12. The proposed project will include sound strategies for maximizing the effectiveness of collaborative service delivery in demonstration sites. The applicant provides clear detail on how it will facilitate and support demonstration sites in maintaining: (1) routine consultation and interaction with other agencies, (2) joint accountability and shared outcomes amongst agencies, (3) cross training and staff development, (4) processes for communication and information sharing, and (5) willingness and agreement to share administrative data for program evaluation.

#### Evaluation

Maximum Points:25

In reviewing the evaluation, reviewers will consider the extent to which:

1. The applicant proposes a clear and convincing plan for evaluating the project that satisfies the requirements for evaluation published in this FOA, including a detailed description of data collection, management and sharing, and proposed analysis methods.
2. The methods of evaluation proposed are feasible, comprehensive, and appropriate to the goals, objectives, and context of the project.
3. The applicant describes the methods to be used to determine the extent to which the project has achieved its stated objectives and the extent to which accomplishments of objectives can be attributed to the project. This should include process and outcome analyses for assessing the success of program strategies and the implementation process.
4. There is an appropriate plan for working with the designated evaluator in securing informed consent and implementing an IRB review, and tribal review, if applicable.
5. The applicant demonstrates that the proposed evaluator has sufficient experience with research and/or evaluation to complete a comprehensive evaluation of the project (including work related to the proposed performance indicators), has experience conducting evaluations with child welfare populations, and tribal populations, if applicable, and has experience obtaining and analyzing child welfare data.
6. The evaluation plan includes periodic performance assessment of program progress that can be used to modify the program as necessary, and serve as a basis for program adjustments. The plan describes the applicant's approach to engaging/facilitating regular use of data across child welfare and other social service sites.

#### Organizational Capacity

Maximum Points:20

In reviewing the organizational capacity, reviewers will consider the extent to which:

1. The applicant and any subcontracting organizations have relevant experience and expertise in the administration, development, implementation, management, and evaluation of similar projects related to addressing the impact of parental or caregiver substance use disorders on the social-emotional, behavioral, and mental health of

children; in improving parenting skills; in reducing substance abuse; and in supporting collaboration among the child welfare, substance use disorder treatment, courts, the legal community, and other relevant agencies. Each participating organization (including subcontractors) possesses the organizational capability to fulfill its assigned roles and functions effectively.

2. The proposed project director and key project staff demonstrate sufficient relevant subject matter knowledge, experience, and capabilities (e.g., resume) to effectively institute and manage a project of this size, scope, and complexity. The roles, responsibilities, and time commitments of each proposed project staff position, including consultants, or subcontractors is clearly defined (e.g., job description) and appropriate to the successful implementation of the proposed project.
3. The proposed project includes a sound management plan for ensuring that staff and subcontractors are achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.
4. The applicant clearly defines the roles and responsibilities of the applicant and any subcontracting organizations in the implementation of the proposed project. The application includes template letter(s) of commitment or MOU(s)/MOA(s) that will be used to obtain commitment within demonstration sites, which describe, in detail, the identified roles and responsibilities of agencies and stakeholders; evidence that the relevant stakeholders fully understand, are fully committed to the proposed project, and demonstrate a willingness to be fully engaged in the activities that are described in the application.
5. The applicant must articulate a plan to clearly demonstrates a strong commitment to and support of the state or local child welfare agency(ies) and the Court Improvement Program in every state in which a demonstration site is selected and local courts where the site will operate. The application includes template letter(s) of commitment or MOU(s)/MOA(s) that describe in detail the identified roles, responsibilities, full commitment and willingness to be fully engaged in the activities that are described in the application, including the commitment to share administrative data for program evaluation and/or research.
6. The applicant demonstrates the ability to effectively facilitate and support demonstration site work and synthesize knowledge gained through evaluation of demonstration sites for the benefit of the field.

#### Budget and Budget Justification

Maximum Points:5

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. The applicant provides a budget justification, which includes a budget narrative and a detailed line item budget justification for the project. The costs of the proposed project are reasonable, in view of the activities to be conducted, expected results, and benefits.
2. The applicant provides a budget that includes the costs associated with travel to attend the required grantee meetings (kickoff and annual) in Washington, DC, as outlined in this FOA.
3. The applicant provides a budget including the costs of hosting an annual all-site meeting that brings teams from each demonstration site together to discuss progress and

- challenges and engage in peer-to-peer learning.
4. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.
  5. The applicant allocates sufficient funds to support all required items for the project, including adequate funding to support all anticipated activities necessary for the successful implementation of the proposed project.

## **V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (<http://fedgov.dnb.com/webform>) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

### **Initial ACF Screening**

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may elect not to fund applicants and/or partnering organizations that have previously demonstrated an inability to adhere to ACF reporting requirements.

### **Federal Awarding Agency Review of Risk Posed by Applicants**

As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), [www.fapiis.gov/](http://www.fapiis.gov/), before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants ([http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1205&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8)).

### **Approved but Unfunded Applications**

Applications recommended for approval in the objective review process, but were not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

## **V.3. Anticipated Announcement and Federal Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## **VI. Federal Award Administration Information**

### **VI.1. Federal Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may

be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

## **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at [www.ecfr.gov](http://www.ecfr.gov). Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: [www.acf.hhs.gov/administrative-and-national-policy-requirements](http://www.acf.hhs.gov/administrative-and-national-policy-requirements).

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

## **VI.3. Reporting**

Performance Progress     Semi-Annually  
Reports:

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at [www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2](http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2).

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports:           Semi-Annually

## **VII. HHS Awarding Agency Contact(s)**

### **Program Office Contact**

David Kelly  
Children's Bureau  
Administration on Children, Youth and Families  
Administration for Children and Families  
c/o LCG, Inc.  
1400 Key Blvd, Suite 900  
Arlington, VA 22209  
Email: [cb@grantreview.org](mailto:cb@grantreview.org)

### **Office of Grants Management Contact**

Bridget Shea Westfall  
Administration for Children and Families  
Office of Administration  
Office of Grants Management  
c/o LCG, Inc.  
1400 Key Blvd, Suite 900  
Arlington, VA 22209  
Email: [cb@grantreview.org](mailto:cb@grantreview.org)

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## **VIII. Other Information**

### **Reference Websites**

U.S. Department of Health and Human Services (HHS) [www.hhs.gov/](http://www.hhs.gov/).

Administration for Children and Families (ACF) [www.acf.hhs.gov/](http://www.acf.hhs.gov/).

ACF Funding Opportunities Forecast [www.grants.gov/](http://www.grants.gov/).

ACF Funding Opportunity Announcements [ami.grantsolutions.gov/](http://ami.grantsolutions.gov/).

ACF "How To Apply For A Grant" [www.acf.hhs.gov/ grants/ how-to-apply-for-grants](http://www.acf.hhs.gov/grants/how-to-apply-for-grants).

Grants.gov Accessibility & Compliance [www.grants.gov/ web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

Catalog of Federal Domestic Assistance (CFDA) [www.cfda.gov/](http://www.cfda.gov/).

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

## Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.  To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> .  To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a> .	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.  Active registration at SAM must be maintained throughout the application and project award period.
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Budget	Referenced in <i>Section IV.2. The</i>	Submission is required in addition to

and Budget Justification	<i>Project Budget and Budget Justification.</i>	<p>submission of SF-424A and / or SF-424C.</p> <p>Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>. See <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> for additional information.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a></p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>

Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application package or prior to the award of a grant.
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the FOA.  If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  These forms are available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.  They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> .  The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
----------------------------	---	--